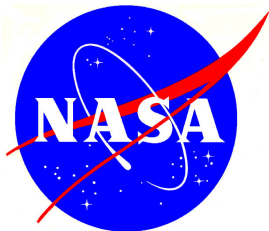**Office of the Chief Financial Officer**

Integrated Financial Management Program

Core Financial

Course Name: Cost Management

Module Name: Contractor Cost Report (CCR) Administration

Course Guide

National Aeronautics and
Space Administration

Introduction

This guide provides end-users with information that will be shared during the training course session.

Course Structure
This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role
A trainer role in this training session is to:
- Provide end-users with the information they need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

End-user Role
An end-user's role in this training session is to:
- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Module Significance
The implementation of SAP and new processes as an agency-wide standard provides timely, consistent, and reliable information for financial management decisions. In addition, this enables full cost accounting, budgeting, and management to determine total program and project costs promoting NASA's accountability. Customers and stakeholders will experience improved information exchange concerning costs related to value and operating efficiencies.

The Contractor Cost Report Administration training module is designed to familiarize users with recording and maintenance of contractor cost reports (NF533s) processing. SAP provides an automated means to link the reported cost to the appropriate FCS's, record contractor cost reports, and generate required cost transactions. This will enable full cost accounting with an increased flexibility, accuracy and efficiency.

Module Structure
This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content
Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review

The trainer reviews key topic information at the conclusion of each topic.

Scenario

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

> Scenario Example: The Consumption Data Processor has received an Excel spreadsheet itemizing the square footage by project that is expected for use in the following year. Update the plan project consumption data accordingly.

Demonstration

Trainer shows end-users how to perform the business activity in SAP.

Exercise

End-users practice the activity in the SAP training database.

Agenda

- Introduction – 0:10 hr
- Background Knowledge – 0:15 hr
- Topic 1: CCR Crosswalk – 1:20 hr
    - Activity 1: Create CCR/FCS Crosswalk Table 0:20 hr
    - Activity 2: Maintain CCR/FCS Crosswalk Table 0:20 hr
- Topic 2: CCR Cost Data Entry – 1:00 hr
    - Activity 1: Enter CCR Data and Input and/or Validate Contract Report Detail 0:20 hr
- Topic 3: Generate Accruals and Analyze Worksheet – 1:00 hr
    - Activity 1: Generate Contract Cost Accrual Worksheet & Calculate Contractor Workforce and Verify Results of Prior Month Adjustments, Accruals, and Workforce Calculations 0:20 hr
- Course Summary – 0:15 hr
- Total – 4:00 hrs